

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CHIEF OF POLICE**

Jurisdictional Class: **Competitive**

Date Adopted: **8/26/88**

Date Revised:

Jurisdictions: **Villages**

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all police functions and requires exceptional ability to plan, administer, and direct law enforcement activities. The work is performed in accordance with State and local laws according to the policies and objectives outlined by the Mayor with considerable latitude for the exercise of discretion and judgment in department organization and maintenance of high performance standards. The work is reviewed through conferences and reports. General direction is exercised over the activities of all subordinate members of the police force. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates department policy, rules, and procedures and issues general orders to the department;
Organizes the force into units to perform different kinds of work and assigns officers to posts wherever their services are necessary;
Reviews activities and reports of officers;
Plans and oversees training in law enforcement methods and procedures;
Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;
Investigates complaints regarding the activities of the police department and after consultation with the Mayor, takes disciplinary action where necessary;
Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;
Dispenses information to the public regarding department policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;
Recommends the purchase of necessary supplies and equipment, and proposes annual budget;
Cooperates with other departments, county, state and federal law enforcement agencies and the public;
Prepares or directs the preparation of a wide variety of reports;
Performs routine patrol.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principles and practices of modern law enforcement administration; comprehensive knowledge of the principles of criminal investigation; thorough knowledge of State Laws, including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement; thorough knowledge of the legal environment in which a modern police department must operate; thorough knowledge of the socio-economic factors affecting the community; ability to maintain effective public relations; ability to clearly prepare written material; ability to instill and maintain good department morale; tact; courtesy; physical condition commensurate with the demands of the position.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

(A) Two (2) years of experience as an Assistant Chief of Police or as a Police Lieutenant; **OR**

(B) Three (3) years of experience as a Police Officer or Police Sergeant.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.